



Guide to Sign Regulations

Farmers Branch Planning Department
13000 William Dodson pkwy | 972.919.2551
www.farmersbranchtx.gov

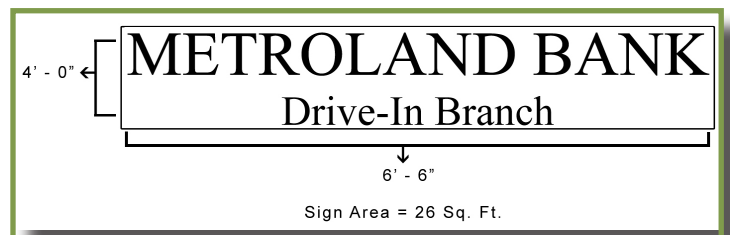
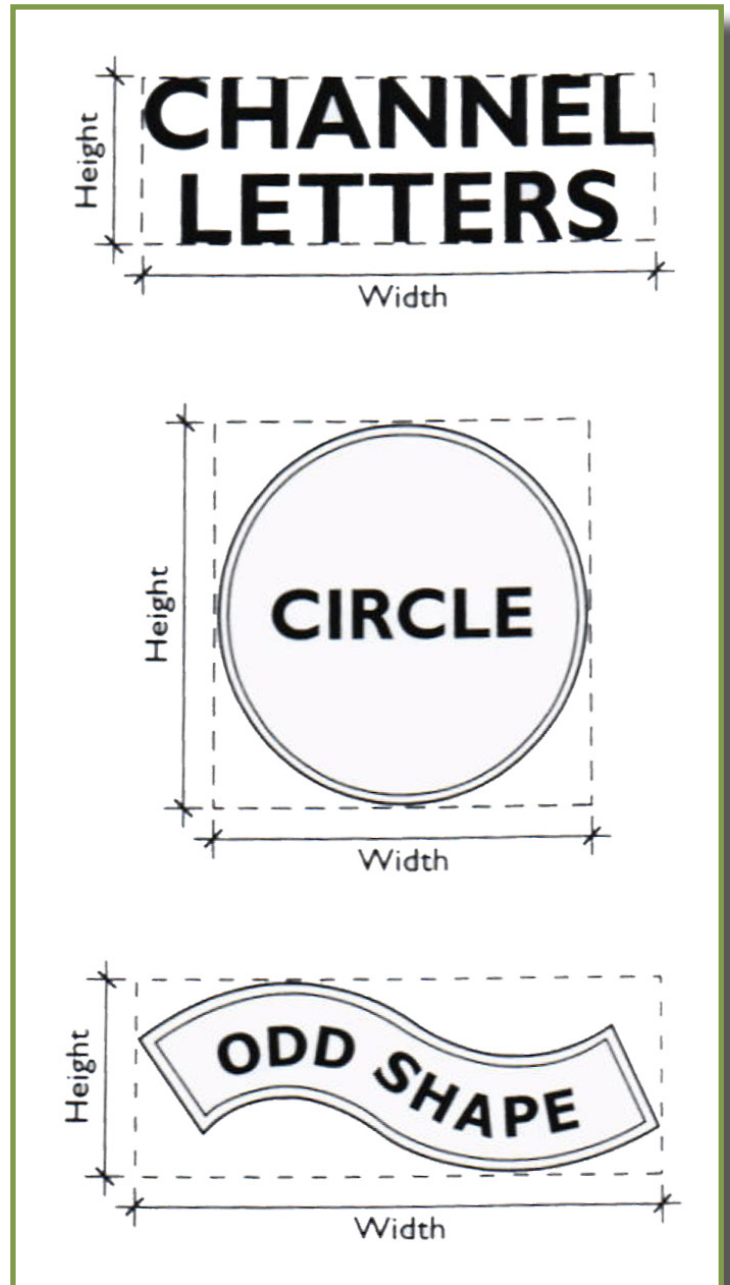
ORDINANCE 3247

November, 2013

A Guide to Signs in Farmers Branch

How to Use this Guide

- The City of Farmers Branch adopted Ordinance 3247 that details the sign regulations.
- This guide is a supplement to the code and is meant to be easy to interpret and user-friendly.
- The purpose of the code is to promote communications between the city and entities which require sign assistance.
- The goal is to enhance the visual character of the city and promote uniformity.
- Since there are different sign shapes and types, calculating the sign area can be tricky.
- The following examples and illustrations will assist you in calculating your sign's area.
- We suggest that you measure the width and height, multiple the two values to calculate the square feet of the sign area.

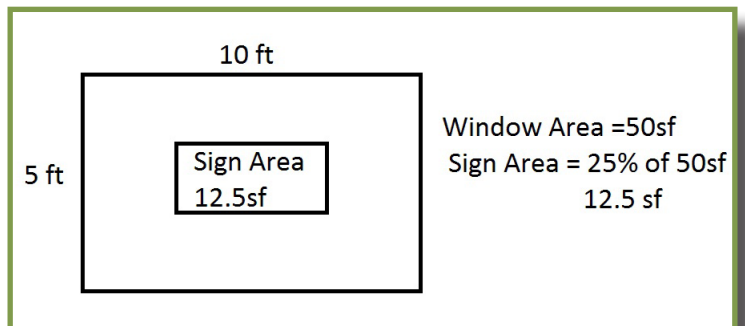


Window Signs

- Window signs are any signs affixed to or on the inside of a building within five feet of a window with its message is intended to draw attention to business, product or service provided at the premises.
- Window signs may be affixed to or painted on the interior or exterior of the exterior glazed surfaces of the building, provided the signs do not obstruct **more than 25% of the total area** or **more than 25% of a single pane of glazing**.

Steps to Measure a Window Sign

- Determine window area (width x height).
- Determine sign area (width x height).
- Make sure the sign area is less than 25% of the window area.
- For example, if the window area is 50 square feet, then the maximum sign area allowed is 12.5 square feet. (Refer to the “Window Sign Calculation Example” graphic.)



Window Sign Calculation Example

Wall or Awning Signs

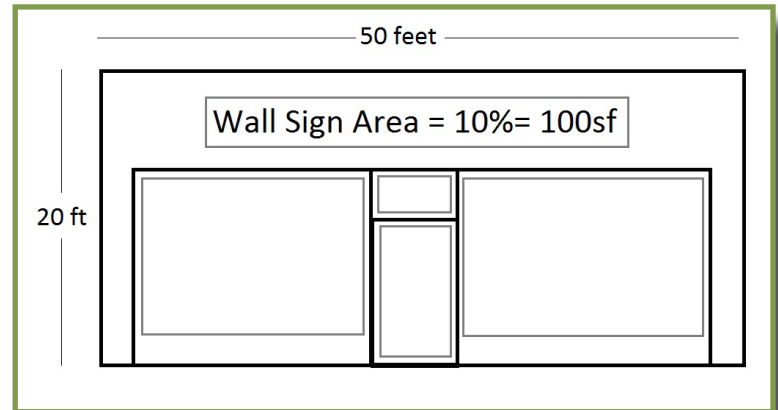
- Wall signs are signs that are attached to, painted on, or erected against a wall or parapet wall of a building or structure with the exposed face of the sign in a plane parallel to the plane of the wall.
- Awning signs are signs that are part of or attached to an awning, canopy, or other fabric, plastic, or structural projection or cover over a door, window, storefront or outdoor service area.
- A wall sign shall **not exceed 75%** of the length of a wall or storefront elevation.
- Wall signs shall not project more than 12 inches from the building or structure wall.
- Wall signs shall not extend above the wall of the building.
- All illuminated wall signs shall be a raceway or individual channel letters (no framed or can signs). Raceways shall not extend width or height beyond the area of the sign. All raceways must be finished to match the background wall.



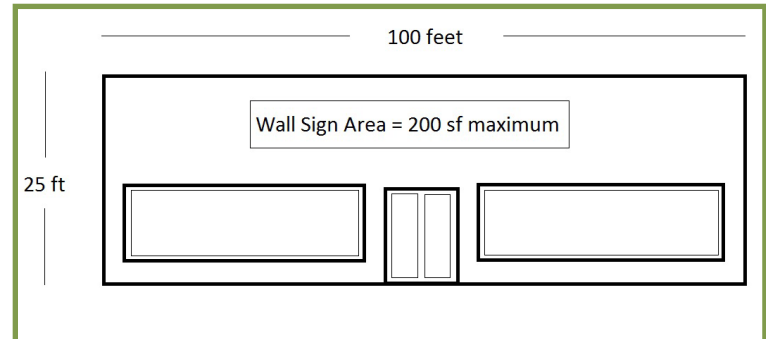
Wall or Awning Signs

Steps to Measure a Wall or Awning Sign

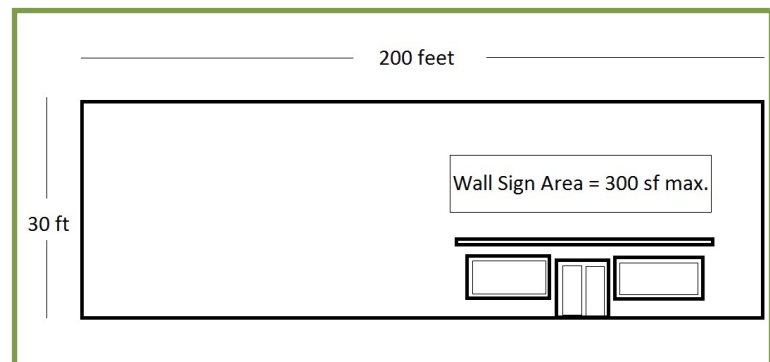
1. Determine the zoning for the property and then the maximum allowable sign area based on the store frontage dimension.
2. The total area of the sign face shall not exceed the maximum allowable sign area in the zoning district:
 - a. In **LR-1, LR-2 and O** zoning districts - **200 square feet for each storefront** facing the street or on-site parking lot or **10% of the building elevation**, whichever is less.
 - b. In **LI, HI and C** zoning districts - **200 square feet for each 300 lineal feet of building elevation** facing the street or **10% of the building elevation**, whichever is less.
 - c. In **MF-1, MF-2, MF-3 and MF-4** zoning districts – **50 square feet per frontage** or **10% of the building elevation**, whichever is less.
 - d. **Property fronting I-35E/I-635** - **300 square feet for each storefront** or **10% of the building elevation**, whichever is less.



Wall Sign Calculation Example



Wall Sign Calculation Example



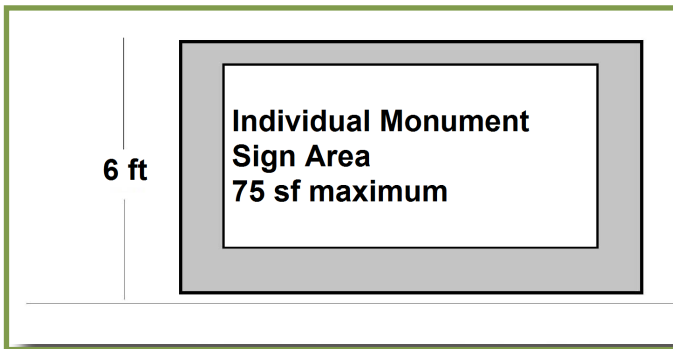
Wall Sign Calculation Example
(I-35E/I-635 Frontage)

Monument Signs

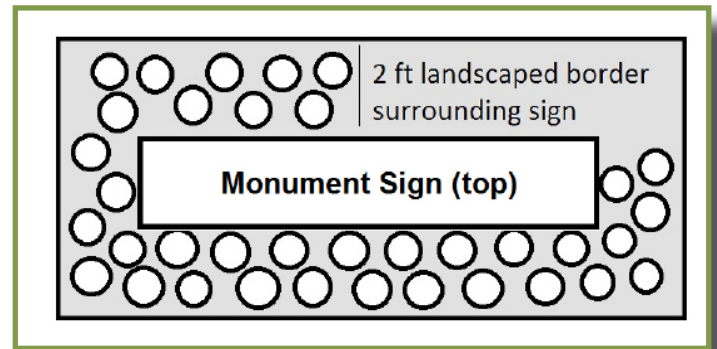


- Monument signs are freestanding ground mounted and constructed with base and structural materials that match the materials of the main building.
- No monument sign shall be erected closer than one hundred (100) feet to another freestanding sign.
- The design, materials and finish of a monument sign shall match those of the buildings on the same lot.
- A landscaped planting bed must be maintained around the base of each monument sign and shall be two (2) feet wide.

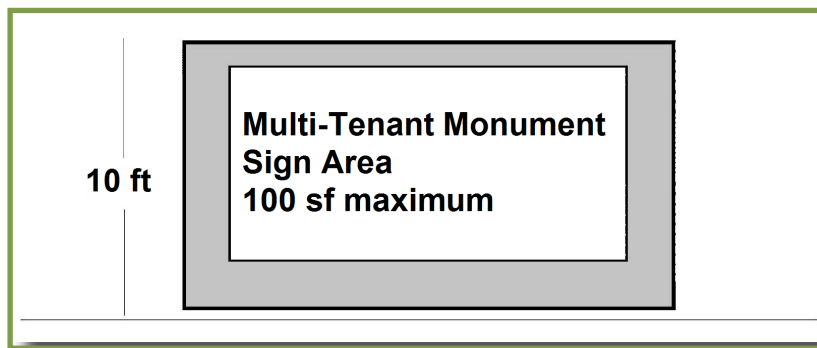
Monument Signs



Individual Monument Sign Standards



Monument Sign Landscape Example



Multi-Tenant Monument Sign Standards

- The City has two categories of monument signs, **Individual** and **Multi-Tenant**.
- Individual monument signs are allowed in **LR-1, LR-2, C, O, MF, LI, and HI** zoning districts and Planned Development zoning districts, not exceeding **seventy-five (75)** square feet in area, **maximum six (6) feet in height**, and setback a minimum of five (5) feet from the front property line.
- Multi-tenant monument signs are allowed in **LR-1, LR-2, LI, HI, C, and O** districts and Planned Development Districts not exceeding **one hundred (100)** square feet in area, **maximum ten (10) feet in height**, and setback a minimum of five (5) feet from the front property line.

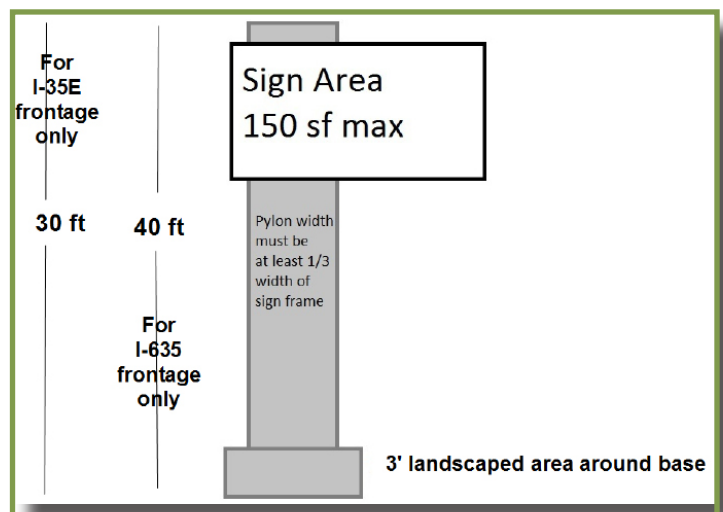
Residential Subdivision Signs

- Residential subdivision signs are used to identify a subdivision or a neighborhood.
- In **R-1 through R-6 and D-1, D-2** zoning districts – a sign not exceeding **forty (40) square feet in area, maximum six (6) feet in height** may be located at the major entry ways.
- Subdivision signs may be in the form of a sign mounted to a screening wall that does not project from the face of the wall more than one (1) inch.
- Subdivision signs may be in the form of a monument sign and shall be setback at least five (5) from property line and not illuminated.
- The background color of the sign shall be darker than the graphic text and shall be individual letters mounted or engraved on the sign face.



Pylon Signs

- Pylon signs are freestanding signs which consists of a cabinet atop a single support element. The support structure is must be covered in materials matching the exterior of the primary building.
- Pylon signs are only allowed in locations where the property fronts either highways **I-35E or I-635**.
 - Properties that front I-635, one (1) on-premise pylon sign not exceeding **one hundred-fifty (150) square feet in area, maximum forty (40) feet in height** and setback a minimum of ten (10) feet from the front property line is allowed.
 - Properties that front I-35E, one (1) on-premise pylon sign not exceeding **one hundred-fifty (150) square feet in area, maximum thirty (30) feet in height** and setback a minimum of ten (10) feet from the front property line is allowed.
- The base of a pylon sign must be at least **thirty-three percent (33%) as wide as the cabinet top**.
- A landscaped planting bed must be maintained around the base of each monument sign and shall be at least three (3) feet wide.



Pylon Sign Calculation Example

Prohibited Sign Examples



Frequently asked questions

Q: When do I need a sign permit?

A: A permit is required when a sign is erected, installed, enlarged, altered, refaced or repaired.

Q: How do I determine the zoning for my property?

A: Zoning for your property can be found by visiting www.farmersbranchtx.gov and clicking the “Planning and Zoning” tab. Once there click “Maps” and then click on “Interactive Map Page under “City Maps”.

Q: How much sign area is allowed?

A: The maximum amount of sign area depends on the type of sign proposed and the zoning district of the property where the sign is to be located.

Q: How long will it take to receive my sign permit?

A: Most sign permits are processed in 7-10 business days.

Q: What is the cost for a sign permit?

A: A sign permit is calculated on a sliding scale, based on construction value of the sign, visit the City’s fee schedule on page 12.

Q: Do I need a permit for a temporary sign?

A: Temporary signs typically do not require permits. However, depending on the type of temporary sign, there are still requirements for area and setbacks that must be met. Temporary signs that require permits may include: Special sale or Grand Opening signs, Development signs, Special Event signs for non-profits. Call the Permits & Inspections desk at (972) 919-2549 for more information.

Q: I need a variance for my sign. How do I get one?

A: Sign variances are granted by the Zoning Board of Adjustment. Follow this link to view the ZBA application: <http://www.farmersbranchtx.gov/DocumentCenter/View/4187>.

Staff Contacts & Permit Fees

Department	Name	Expertise	Phone Number	Fax
Community Services	Hugh Pender Community Services Director	Building Inspection	972.919.2550	972. 919.2544
	Ava Longshore Commercial Signs Plans Examiner	Building Inspection	972.919.2668	
	Tina M. Firgens, AICP Planning Director	Planning	972.919.2534	
	Andreea Udrea, AICP Planning Manager	Planning	972.919.2546	



FEE SCHEDULE BUILDING INSPECTIONS 972-919-2549

CONSTRUCTION RELATED FEES ADOPTED
SEPTEMBER 1, 2017

DEPOSIT FEE

SHALL BE THE WHOLE PERMIT FEE IF CALCULATED FEE IS EQUAL TO OR LESS THAN \$1,000,
OR IT SHALL BE 50% OF THE PERMIT FEE IF CALCULATED FEE IS GREATER THAN \$1,000.

TECHNOLOGY FEE

\$3 PER PERMIT APPLICATION

BUILDING PERMIT FEES

CONSTRUCTION VALUE (CV)	PERMIT FEES
\$0 - \$1,000	\$50
\$1,001 - \$2,500	\$75
\$2,501 - \$5,000	\$100
\$5,001 - \$7,500	\$125
\$7,501 - \$10,000	\$150
\$10,001 - \$25,000	1.5% OF CONSTRUCTION VALUE (CV)
\$25,001 - \$50,000	1.3% OF CV WITH A MINIMUM OF \$375
\$50,001 - \$100,000	1.1% OF CV WITH A MINIMUM OF \$650
\$100,001 - \$500,000	0.9% OF CV WITH A MINIMUM OF \$1,100
\$500,001 - \$1,000,000	0.7% OF CV WITH A MINIMUM OF \$4,500
\$1,000,000 - AND UP	0.5% OF CV WITH A MINIMUM OF \$7,000

MECHANICAL, ELECTRICAL, PLUMBING & IRRIGATION FEES

CONSTRUCTION VALUE (CV)	PERMIT FEES
\$0 - \$1,000	\$50
\$1,001 - \$2,500	\$75
\$2,501 - \$5,000	\$100
\$5,001 - \$25,000	2.0% OF CONSTRUCTION VALUE (CV)
\$25,001 - \$100,000	1.5% OF CV WITH A MINIMUM OF \$500
\$100,001 - \$250,000	1.0% OF CV WITH A MINIMUM OF \$1,500
\$250,001 - AND UP	0.5% OF CV WITH A MINIMUM OF \$2,500

INSPECTION AND OTHER FEES

1. INSPECTION PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS (MINIMUM 2 HRS): \$50
2. RE-INSPECTION FEE ASSESSED UNDER PROVISIONS OF APPLICABLE CODE: \$50

EXCEPTIONS FROM FEES

1. WORK PERFORMED ON INDEPENDENT SCHOOL DISTRICT PROPERTY.
2. WORK PERFORMED ON CITY OF FARMERS BRANCH PROPERTY.

For more information
please visit our website
www.farmersbranchtx.gov